

## **2016 SUMMER INTERNSHIP POSITION:**

Human Rights First is seeking an **Undergraduate Research & Operations Intern** who, under the direction of the Office Manager, will provide administrative support to the day-to-day operations of the DC office. The Operations & Research Intern will also work with the Outreach & Engagement and Research & Analysis departments on a variety of administrative and research projects, as well as with the clients and staff of the Refugee Representation team to provide legal services to asylum seekers in the United States.

We are looking to fill this position immediately, with a proposed start date of June 6, 2016.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist with reception coverage, including answering phones, greeting office visitor, replying to requests for assistance in immigrations cases, and collecting/distributing mail;
- Screen asylum calls including explaining our asylum legal representation program and referring non-asylum seekers to appropriate legal service organization in the DC area;
- Assist in the development & execution of HRF-sponsored events and meetings;
- Assist with the intern recruitment process & other Human Resources projects as necessary;
- Work with other department staff and interns on administrative and research projects as necessary. Example projects include updating social service & country condition databases, research legislators' backgrounds and voting records, and conducting background research for the creation of reports and other written materials.

## **DESIRED SKILLS AND EXPERIENCE:**

- Demonstrated interest in human rights;
- Previous work or internship in an office environment;
- Outstanding interpersonal skills, patience, and ability to work with a diverse range of clients;
- Proficiency in Spanish, knowledge of French also desirable;
- Excellent writing, editing, and research skills;
- Excellent organizational and problem-solving skills, attention to detail, and flexibility;
- Ability to handle several tasks at once while working independently or as a member of a team;
- Compassion, empathy, and a sense of humor.

## **REQUIRED EDUCATION:**

Currently enrolled in or recently graduated from an accredited undergraduate university; additional educational experiences welcome.

**REQUIRED APPLICATION MATERIALS:**

Please submit a resume and cover letter directly to Caroline Cenerizio, Office Manager, at [CenerizioC@humanrightsfirst.org](mailto:CenerizioC@humanrightsfirst.org).